

Schaefer's Anserphone  
418 E. Berry Street  
Fort Wayne, Indiana 46802  
Phone: 260-460-4602 Fax: 260-424-0108

Account # \_\_\_\_\_

Date: \_\_\_\_\_

Business name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Office Hours: \_\_\_\_\_

Additional #'s: \_\_\_\_\_

Weekend Hours: \_\_\_\_\_

**Personnel:**

**Title:**

**Phone Numbers:**

Personnel:	Title:	Phone Numbers:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Answer Phrase: \_\_\_\_\_

**Information From Caller:**  
**(circle your choices)**

Full name, Company name, Phone #, Cell #, Fax #, Address, City, State, Zip Code, Best time to call back, Who are you calling for?, Is this an emergency? How would you like to pay for this?, Other: \_\_\_\_\_

**General dispatch Procedures:**  
**(circle your choices)**

WCI (will call in), Page or call Res. / Cell, ER's only, Dispatch all calls, Hold routine calls, Hold dispatched calls for office, Internet page, Do not let calls get old, INA (if no answer) go down list, Other: \_\_\_\_\_

Time Frame for dispatching: Every \_\_\_\_\_ MIN for \_\_\_\_\_ then see additional information

What do you consider an Emergency? \_\_\_\_\_

Emergency Procedures: \_\_\_\_\_

Hours to answer: \_\_\_\_\_ Lunch Time: \_\_\_\_\_

Telephone number to give to Customers: \_\_\_\_\_

Accept Collect calls: Y N

Please complete all information and fax back to us at 260-424-0108. If you have any questions please call us at 260-460-4602. If you have additional information and need additional room, please use as many pages as needed. Thank you for your business, we look forward to serving you.

**Billing Information**  
**(pg 2)**

**Company Name:** \_\_\_\_\_ **Fed. Tax ID#:** \_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_ Contact person: \_\_\_\_\_

**For Office Only:**

Number of ID cards to send? \_\_\_\_\_ Type of billing: \_\_\_\_\_

Monthly Rate: \_\_\_\_\_ Number of calls: \_\_\_\_\_

Excessive Calls: \_\_\_\_\_ Special Rates: \_\_\_\_\_

Additional Services: \_\_\_\_\_  
\_\_\_\_\_